

ELMORE COUNTY
INSTRUCTIONS FOR OBTAINING A PERMIT FOR AN
ON-SITE SEWAGE TREATMENT SYSTEM

APPLICATIONS:

- In addition to completing Central District Health Department's (CDHD) *Application for an On-site Sewage Permit or Site Evaluation*, you are required to obtain an *Application For Building Permit* from Elmore County's Office of Planning & Zoning. Once you have submitted both of the applications and have paid the appropriate fees, you or your agent will need to contact the inspector to make an appointment to inspect the required test holes on the property. The applications must include an accurate legal description of the property.

NOTE: Neither this document nor the application is your permit.

PLOT PLAN:

- A proposed Plot Plan must accompany the application and fee. Please provide the following information of the site: location of proposed dwelling site; well site; septic site and replacement septic site; ditches; scarps; streams; and bordering roads.

TEST HOLE INSPECTIONS:

- Test Holes are needed to evaluate the soils in the area where the drainfield is to be placed. Test holes are required for all lots and parcels. Additional test holes or deeper test holes may be required if the natural soils are inadequate for sewage disposal. It is the responsibility of the owner or his agent to make the necessary arrangements for digging.
- The test holes shall be excavated within fifty (50) feet of an area of the proposed drainfield to a depth of eight (8) feet. The test holes shall be **ramped** or **stepped** to allow access.
- It is necessary to make an appointment with the inspector to view the test holes. The owner or their agent should be present at the time of the inspection.

GROUNDWATER MONITORING:

- Systems proposed in areas of high ground water may require ground water monitoring.

ON-SITE SEWAGE PERMIT:

- When the steps listed on this sheet are completed and all of the criteria have been met, your permit will be written. Once the permit has been written, the on-site sewage permit will be available to be issued between 8 am and 5 pm. Permits may also be mailed or a facsimile may be sent.
- The on-site sewage permit is the document required for **installation** of your sewage system and for obtaining your building permit. Owner installed systems require the **owner** to **operate** the backhoe **equipment**. If not installed by the owner, the **system must be installed by a licensed and bonded installer**.

- The inspector will also sign your Elmore County Planning & Zoning's application so you may return the form to that department for your building permit.

HAVING COMPLETE, ACCURATE, AND NECESSARY DOCUMENTATION WILL MAKE THE PERMITTING PROCESS EASIER AND FASTER. THE KEY IS TO HAVE ALL THE NECESSARY DOCUMENTS PROPERLY PREPARED AND READY FOR CENTRAL DISTRICT HEALTH DEPARTMENT.